

ADMINISTRATIVE - INTERNAL USE ONLY

Rescinded by alt 5/18/78

Reimbursement for Travel in the
Metropolitan Area

OTR INSTRUCTION NO. 22-2

5 July 1973

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REFERENCE: HR "Local Transportation"

RESCISSION: OTR Notices 4-69 and 8-73

A. PURPOSE

This Instruction provides OTR policy and describes the procedures required for OTR personnel to obtain reimbursement for official travel in the metropolitan Washington area and to other destinations not requiring travel orders.

B. POLICY

1. Reimbursement for official transportation, including the use of POVs, may be claimed for:
 - a. Mileage during the workday from the normal duty-post to other points of official business and return; or,
 - b. the difference between the mileage from home to normal duty-post and the mileage from home to temporary duty-post or to another place of official business--only if the latter destination is greater; or,
 - c. attendance at internal or external training courses with mileage computed in accordance with "b" above. Reimbursement for travel for local training courses is limited to OTR personnel. (Other individuals must submit such claims to their own components.); and,
 - d. road tolls and parking fees incurred in connection with official travel.
2. Reimbursement for official travel may not be claimed for the performance of overtime duties at the normal duty-post.
3. HR describes the most common round-trip reimbursement rates for official use of POVs. OTR, because of its location at the Chamber of Commerce building, has developed other standard rates. To simplify administrative detail, reimbursement for mileage will be allowed at the following round-trip rates:

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From Chamber of Commerce Building to:

Rosslyn Area \$.80

National Airport 1.70

Headquarters 1.90

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4. Mileage for local travel not listed above, and which is not included in HR will be paid on the basis of odometer readings and at the rate of \$.12 per mile. It is the responsibility of the employee submitting the claim to furnish mileage readings and to indicate on the claim the points between which travel was performed.

5. Employee claims must be validated by the Chief or Deputy Chief of the School or Staff in which the employee is assigned.

C. PROCEDURES

1. Form 2646, "Claim for Reimbursement for Petty Cash Expenditures" is to be used for reimbursement and is processed as follows:
- a. Submit the claim to the Budget and Fiscal Branch/EA/TR, except that:
- (1) The Covert Training staff will file claims with its Imprest Fund Custodian; and,
- (2) The staff of the Language School will file claims with the School's Imprest Fund Custodian.
- b. As an alternative, employees may submit Form 2646 directly to the Monetary Division, OF, provided the claim has been approved by an OTR Approving Officer and certified in Budget and Fiscal Branch/EA/TR for funds available.

ALFONSO RODRIGUEZ /
Director of Training

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Distribution:

All School and Staff Chiefs/OTR
Faculty and Branch Chiefs/OTR

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To recipients of OTR Instruction 22-2, dated
5 July 1973:

This OTR Instruction replaces the
OTR Instruction 22-1, same subject,
sent to you on or about 21 June 1973.
Please destroy 22-1.

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